

PREPARING RECORDS FOR TRANSFER TO THE WNRC

A. Background. There are two types of records that may be transferred: PERMANENT and TEMPORARY. Permanent records will be held at the **FRC** for a specified period of time, usually 25 to 30 years, and **then** offered to the National Archives for accession. Temporary records are held at the FRC until they are ready for destruction and then they are disposed of by **FRC** personnel, usually from 2 to 10 years after their transfer. Preparing records for transfer is a two-step process: selecting and screening. Preparing the records for actual transfer, packing **them**, and preparing the paperwork, is covered in enclosure 8 to this Instruction.

BEFORE you begin the process of selecting and screening, you accomplish the following:

1. Ensure that each file is complete and that all papers to be retained are accounted for (such as enclosures and related papers) .
2. Ensure that duplicate copies of documents have been destroyed.
3. **Remove all** mail control forms, **classified** cover sheets, envelopes, and **routing slips, except** those containing remarks of significant record value.
4. Mend or reinforce torn or frayed temporary papers with transparent tape. Do not tape nor attempt to mend permanent documents. Torn or frayed permanent documents should be supported as best as is possible in new file folders. NARA personnel will mend such documents using methods and materials designed to ensure their presentation.
5. Assemble related documents as for filing, ensuring that the latest action is on top followed by the basic paper, then the endorsement, beginning with the earliest paper followed by enclosures, in numerical order and lastly the supporting papers .
6. Staple related papers together in the upper left corner; use prong fasteners when the material is too thick to use wire staples.
7. Be sure that all file folder labels, in whatever form, are legible and clearly identify the papers in each folder and be certain that the transmittal document (SF 135) reflects

exactly what is on those labels. Transmittal documents for temporary records must list the beginning and ending file in each box; transmittal documents for **permanent** records must **list all** files in every box.

8. Ensure that all the requirements of DoD Regulation 5200.1-R, (reference (h)) **are-** followed in regard to security markings on folders and papers.

B. Selecting Files for Transfer. To be transferred to a **Federal** Records Center, records must be ELIGIBLE. The following criteria must be met:

1. They must be scheduled for transfer to an FRC. To determine this, check the appropriate **files** series at enclosure 4 to this Instruction.

2. They must not be needed to carry out current agency operations.

3. They must not be eligible for immediate destruction.

4. They must not be **eligible** for destruction within 1 year of the **date** of transfer.

c. Screening. -

1. **Screening** is the removal of documents or folders or other materials that are unnecessary or have no lasting value to the record series being transferred. This includes DUPLICATE copies of documents. Not all files HAVE to be screened.

2. PERMANENT records and records scheduled for retention for 30 years and more MUST be screened and extraneous materials removed.

3. TEMPORARY files; that is, **files** that will be held at the **FRC** for a period of time and destroyed there, do not have to be screened, but you should remember that to be useful to anyone, your files should always be slim and trim and ready for reference. In deciding whether or not to screen, consider the following:

a. Can complete folders be removed?

b. Can **disposable** material be **separated easily** from individual folders?

c. Can materials to be removed be easily identified?

d. Is access to the records to be screened easy?

e. Is physical processing such as the removal of

fasteners necessary?

4. Remember these rules:

a. Screening problems will not arise if records to be retained permanently or for long periods are not filed with papers of lesser value.

b. **If** you have to **call** papers back from the FRC for reference (and this is always a possibility), the more clearly they are marked and organized, the easier it will be to find what you are looking for. If you have done your work thoroughly, you can **call** for **individual** FILE FOLDERS instead of whole boxes from a shipment of records.